

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 001180
Grade S-2 (Non-Merit)**

LIBRARY PAGE

DEFINITION OF CLASS:

This is routine manual and clerical library work performed on a part-time basis. An employee in this class is responsible for helping to maintain the availability of library materials and organizing materials into the proper sequence primarily by sorting, shelving, and shifting of library collection materials under the immediate supervision of a Library Assistant in accordance with well-defined library procedures. Work is subject to frequent review by supervisor.

EXAMPLES OF DUTIES: (Illustrative only)

- Replaces and rearranges books and related materials on shelves according to alphabetic, numeric, or other predetermined order.
- Shifts collections or sections of a collection when necessary.
- Loads and unloads books from a large cart or bin.
- Packs books and periodicals for shipment.
- Applies protective coverings to library materials.
- Refers customers to other staff for appropriate assistance.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to sort and file materials alphabetically and numerically in accordance with established production standards.
- Ability to understand and follow instructions.
- Ability to bend and stretch as needed to place books and materials on upper and lower shelves.
- Ability to learn routine processes within a reasonable amount of time.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Ability to read and write.

Equivalency: None.

Physical Abilities: Must have sufficient physical strength to push carts weighing 60-70 lbs. and to load and unload books.

LICENSE: None.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: November, 1962

Revised: October, 1972

September, 1976

August, 2005
January, 2006
May, 2008
August, 2013
October, 2014